**STUDENTS - FREQUENTLY ASKED QUESTIONS**

**Who do I contact?**

All email correspondence should be sent to the Training Manager: training@aimsurveyors.com.au or you can call 02 6232 6555 and ask for the Training Manager.

**How long does the course take to complete?**

You can go at your own pace; however, you are expected to complete the course in 12-18 months.

**Can I study online, or do I need to attend in person?**

The Diploma is distance learning. There are scheduled face to face half day tutorials for different units. These can also be attended via Zoom online meeting. To make an appointment please contact the Training Manager.

**Is help available if I need it?**

Yes, we offer opportunities for individual assistance. You can also schedule an individual appointment with the training manager. To make an appointment please contact the Training Manager.

**Is help available 24/7?**

Training services are available Tuesday to Thursday from 9:30am – 2:30pm (EST)

**Is there a study plan you can send me?**

Yes, we can send you a study plan if you request one in writing to the Training Manager.

**How much does the course cost in total?**

International Diploma: $4345

Advanced Diploma: $6600

**How much do I have to pay up front?**

You are able to pay the entire course cost up front should you wish, however we also charge on a unit by unit basis. The minimum cost per unit is $544 for the International Diploma and $660 for the Advanced Diploma.

**Can I get a refund if I can change my mind?**

No, we do not offer refund if you change your mind. Further information can be obtained in the [student handbook](../Dropbox%20%28AIMS%20Administration%29/AIMS%20OFFICE%20SHARED/Student%20Files/Old%20Diploma%20information/Student%20Handbook%20AIMS%20Oct%202018.pdf) on refunds.

**Is there a payment plan?**

In some circumstances we offer a payment plan. You will need to put your request in writing to the Training Manager with subject line “Payment Plan Request”.

Please outline the reasons for requesting a payment plan.

**Does the Diploma meet AMSA accreditation requirements?**

Yes. Further information can be found on the AMSA website: <https://www.amsa.gov.au/sites/default/files/marine-surveyors-manual-part-1.pdf>

**Do you offer RPL (Recognition of Prior Learning)?**

Yes, we do offer RPL. Please send an email to the Training Manager requesting RPL. Please ensure you provide you qualifications including transcripts of the subject undertaken.

**Do I have to pay for the units that I receive RPL for?**

Yes, as there is a significant amount of work in assessing your application. You do not have to pay extra for direct credit (units that are equivalent to the AIMS units)

**Who should I contact if I further questions?**

All email correspondence should be sent to the Training Manager: training@aimsurveyors.com.au or you can call 02 6232 6555 and ask for the Training Manager.